

**Iowa Department of Human Services  
NOTICE OF DECISION TO REVIEW AND ADJUST  
A CHILD SUPPORT OBLIGATION (252H)  
COVER LETTER**

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Case Number: \_\_\_\_\_

Court Order #: \_\_\_\_\_

County: \_\_\_\_\_

Obligee: \_\_\_\_\_

Obligor: \_\_\_\_\_

☐ Third Party: \_\_\_\_\_

This notice is to tell you that the ☐ Foster Care Recovery Unit ☐ Child Support Recovery Unit (the Unit) has reviewed your case to decide if child support should be modified. In deciding if an administrative adjustment should be done, the Unit followed criteria set out in state law. The attached notice and documentation explains the results of the Unit's review.

If you have any questions about this letter or the enclosed notice, please contact the local CSRU office listed below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**Notice of Decision to Review and Adjust a Support Obligation**

☐ Foster Care Recovery Unit  
☐ Child Support Recovery Unit  
Iowa Department of Human Services

Responsible Parent/Obligor: \_\_\_\_\_

Docket No.: \_\_\_\_\_

Parent/Caretaker: \_\_\_\_\_

CSC No.: \_\_\_\_\_

☐ Third Party: \_\_\_\_\_

Dependents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Prepared: \_\_\_\_\_

The ☐ Foster Care Recovery Unit ☐ Child Support Recovery Unit (the Unit) has completed the review. (See Footnotes<sup>1234</sup>)

The results of the review are as follows:<sup>5</sup>

☐ The current support obligation varies by more than 20% from the amount that would be due under the mandatory child support guidelines. An adjustment is **appropriate**.

☐ The current support obligation does not vary by more than 20% from the amount that would be due under the mandatory child support guidelines. An adjustment is **not appropriate**.

☐ An adjustment is **not appropriate** because there isn't a controlling support order.

☐ The current support obligation varies by more than 20% from the amount that would be due under the mandatory child support guidelines. An adjustment is **appropriate**. An adjustment for the purpose of obtaining medical support is also **appropriate**.

☐ The current support obligation does not vary by more than 20% from the amount that would be due under the mandatory child support guidelines. However, an adjustment for the purpose of obtaining medical support is **appropriate**.

☐ If uncovered medical expenses for the child(ren) exceed \$250.00 per year for one child or \$500.00 per year for two or more children, the obligor will be responsible to pay \_\_\_\_\_% of the excess cost as provided by the Iowa Supreme Court Guidelines.

☐ Enclosed are copies of the following documents which support the Unit's decision. They include:

☐ Sections of Iowa's child support guidelines. The chart used depends upon the number of children affected by the order.

☐ A copy of the calculation of the amount of support due under the guidelines. This shows how the new guidelines amount compares to the current support amount.

☐ Other: \_\_\_\_\_

**Right to Challenge: You May Request a Second Review<sup>6</sup>** You have the right to challenge the decision of the Unit if you disagree with:

The decision to adjust the support order reviewed.

The decision not to adjust the support order reviewed.

The adjusted amount of support calculated using the mandatory child support guidelines.

The Unit's determination of the residence of the obligor, obligee, necessary third party, and/or the home state of the child(ren) or the controlling order.

☐ The Unit's conclusion that there is not a controlling order.

The Unit's conclusion of having jurisdiction or not having jurisdiction to enter an adjustment order.

The Unit's conclusion that it considered all ongoing support orders affecting the obligor and the child(ren) named above.

If there is an order the Unit did not consider, and you have a copy of it or other information, such as the order's date and the state and county where the order was entered, include it with your request for a second review.

**Send your written challenge to the Unit. It must be received within 10 days of the date of this notice.**

- List the reasons you disagree with the decision of the Unit.
- Provide any evidence or documentation that supports your position.

If a necessary party<sup>7</sup> challenges the decision, the Unit may conduct a second review and will consider the new information provided. Following this review, another notice will be issued confirming or amending the Notice of Decision.

**Right to Challenge: You May Request a Court Hearing** You also have the right to ask for a court hearing if you disagree with this decision.

*If you ask for a court hearing, a written request must be received within 30 days of the date of this notice.*

- List the reasons you disagree with the decision of the Unit.
- Provide any evidence or documentation that supports your position.

If a court hearing is requested within the time frame, the Unit will request a hearing and send documentation to the court. The court will set the hearing date and notify all parties of the time and place of the hearing.

**Your Rights and Responsibilities** If this notice says that an adjustment is appropriate and none of the parties sends a written challenge or asks for a court hearing, the Unit will prepare an administrative order to adjust this support order. The Unit will wait 30 days from the date of this notice before taking any action unless all parties agree to waive the 30-day waiting period.

If you have questions about this notice or the review and adjustment process, please contact the office listed in this notice or contact an attorney of your choice.<sup>89</sup>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Copy to:

_____	_____
_____	_____
_____	_____
_____	_____

☐

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> The obligor's state of residence at the time the Unit issued the Notice of Intent was \_\_\_\_\_. The Unit has personal jurisdiction over the obligor because the obligor ☐ resides in Iowa. ☐ requested this review and waives any contest to personal jurisdiction. ☐ is a party to the Iowa order(s) that has been reviewed.

The obligee's state of residence at the time the Unit issued the Notice of Intent was \_\_\_\_\_. The Unit has personal jurisdiction over the obligee because the obligee ☐ resides in Iowa. ☐ requested this review and waives any contest to personal jurisdiction. ☐ is a party to the Iowa order(s) that has been reviewed.

The necessary third party's state of residence at the time the Unit issued the Notice of Intent was \_\_\_\_\_. The Unit has personal jurisdiction over the necessary third party because the necessary third party ☐ resides in Iowa. ☐ requested this review and waives any contest to personal jurisdiction. ☐ is a party to the Iowa order(s) that has been reviewed. The necessary third party may have an interest in the amount of support.

<sup>2</sup> ☐ The children affected by the ongoing support order(s) are:

Affected Child's Name	Date of Birth	State of Residence <sup>①</sup>	Period of Residence	Child's Home State <sup>②</sup>	Child Currently Residing with:
_____	_____	—	_____ through _____	—	_____
_____	_____	—	_____ through _____	—	_____
_____	_____	—	_____ through _____	—	_____
_____	_____	—	_____ through _____	—	_____
_____	_____	—	_____ through _____	—	_____

<sup>①</sup>The child's state of residence at the time the Unit issued the Notice of Intent to Review. <sup>②</sup>The home state of the child is the state where the child lived for at least six consecutive months immediately preceding the time of filing of a petition or comparable pleading for support. If the child is less than six months old, the state in which the child has lived since birth is the child's home state.

☐ The child affected by the ongoing support order is:

Affected Child's Name	Date of Birth	State of Residence <sup>①</sup>	Period of Residence	Child's Home State <sup>②</sup>	Child Currently Residing with:
_____	_____	—	_____ through _____	—	_____

<sup>①</sup>The child's state of residence at the time the Unit issued the Notice of Intent to Review. <sup>②</sup>The home state of the child is the state where the child lived for at least six consecutive months immediately preceding the time of filing of a petition or comparable pleading for support. If the child is less than six months old, the state in which the child has lived since birth is the child's home state.

☐ The child affected by the ongoing support order is:

Affected Child's Name	Date of Birth	Child Currently Residing with:
_____	_____	_____

☐ The children affected by the ongoing support order(s) are:

Affected Child's Name	Date of Birth	Child Currently Residing with:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ The Unit considered the following ongoing support order<sup>③</sup>:

Issuing State	Issuing County	Docket Number	Effective Date	Support Amount
_____	_____	_____	_____	\$_____ per _____

<sup>③</sup>The parties have not disclosed, and the Unit is not aware of, any other ongoing support orders which affect the obligor and the child(ren) named above.

☐ The Unit considered the following ongoing support orders to identify which order(s) is/are controlling<sup>②</sup>:

Issuing State	Issuing County	Docket Number	Effective Date	Support Amount
_____	_____	_____	_____	\$ _____ per _____
_____	_____	_____	_____	\$ _____ per _____
_____	_____	_____	_____	\$ _____ per _____
_____	_____	_____	_____	\$ _____ per _____
_____	_____	_____	_____	\$ _____ per _____

☒ The parties have not disclosed, and the Unit is not aware of, any other ongoing support orders which affect the obligor and the child(ren) named above.

<sup>3</sup> See section 598.21(9). Entry of an adjusted ongoing support order in Iowa will not violate 28 USC 1738B.

<sup>4</sup> ☐ According to the standards of section 252K.207, the controlling ongoing support order is the \_\_\_\_\_ order entered in \_\_\_\_\_ County, Docket Number \_\_\_\_\_. This order is controlling

☐ because it is the only known ongoing support order in existence.

☐ because it was issued by the only tribunal that has continuing, exclusive jurisdiction.

☐ although more than one tribunal has continuing, exclusive jurisdiction, it was issued by a tribunal that has continuing, exclusive jurisdiction and is the home state of the child(ren).

☐ because it was the most recent ongoing support order issued by a tribunal with continuing, exclusive jurisdiction, and \_\_\_\_\_, the current home state of the child(ren) has not issued a support order.

☐ because it was the most recent ongoing support order issued by a tribunal with continuing, exclusive jurisdiction, and neither \_\_\_\_\_, the home state of the child(ren) \_\_\_\_\_, nor \_\_\_\_\_, the home state of the child(ren) \_\_\_\_\_, has issued support orders.

☐ According to the standards of section 252K.207, the controlling ongoing support order is the Iowa order entered in \_\_\_\_\_ County, Docket Number \_\_\_\_\_, and the Iowa order entered in \_\_\_\_\_ County, Docket Number \_\_\_\_\_, and the Iowa order entered in \_\_\_\_\_ County, Docket Number \_\_\_\_\_.

According to Iowa Code section 252B.6, no Iowa order supersedes any previous Iowa order. All Iowa orders run concurrently and were reviewed together.

☐ These orders are controlling because they were issued by the only tribunal that has continuing, exclusive jurisdiction.

☐ These orders are controlling because they were issued by the only tribunal that has issued orders.

☐ According to the standards of section 252K.207, the controlling ongoing support order for \_\_\_\_\_ is the \_\_\_\_\_ order entered in \_\_\_\_\_ County, Docket Number \_\_\_\_\_, and the controlling order for \_\_\_\_\_ is the \_\_\_\_\_ order entered in \_\_\_\_\_ County, Docket Number \_\_\_\_\_.

These orders are controlling because, although more than one tribunal has continuing, exclusive jurisdiction, these orders were issued in the children's respective home states by tribunals with continuing, exclusive jurisdiction.

☐ However, the Unit is not able to enter an adjustment order and assert continuing, exclusive jurisdiction over the order. Therefore, the Unit will terminate the review and adjustment process and refer the case to another state which may be able to assume jurisdiction and, if appropriate, adjust the order.

☐ No support order is controlling. Although two or more tribunals have issued child support orders for the same obligor and child(ren), none of the tribunals has continuing, exclusive jurisdiction to adjust a support order. In these circumstances, Iowa Code chapter 252K and 28 USC section 1738B require a new support order be issued by a tribunal having jurisdiction over the parties. Therefore, the Unit must terminate the review and adjustment process. However, Iowa is not able to assert jurisdiction over the parties to enter a new, ongoing support order. At the request of any necessary party, the Unit will make a referral to a state that may have jurisdiction over the parties.

☐ No support order is controlling. Although two or more tribunals have issued child support orders for the same obligor and child(ren), none of the tribunals has continuing, exclusive jurisdiction to adjust a support order. In these circumstances, Iowa Code chapter 252K and 28 USC section 1738B require a new support order be issued by a tribunal having jurisdiction over the parties. Therefore, the Unit must terminate the review and adjustment process. The Unit will then begin an establishment action in Iowa to set a new support obligation.

<sup>5</sup> An adjustment is appropriate if the review shows one or both of the following:

1. The current support amount varies by more than 20% from the new amount calculated using the mandatory child support guidelines. This difference must be due to financial conditions that have lasted for at least 3 months and are expected to last for an additional 3 months.

2. The children are not adequately covered under a health benefit program (other than Medicaid). The parent ordered to pay support has a dependent health insurance benefit plan available at a reasonable cost, or may have a plan available at a later date. The parent ordered to pay support will be ordered to provide coverage pursuant to Iowa Code section 252E. The child support amount may be adjusted accordingly.

<sup>6</sup> Only one Second Review is allowed, regardless of which party makes the request.

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<sup>7</sup> Someone who has a legal interest in the case.

<sup>8</sup> If you choose to have an attorney, it is at your own expense.

<sup>9</sup> These procedures are provided for in Iowa Code Chapter 252H.